

City of San Jose

SENIOR POLICE PROPERTY SPECIALIST (1523)

CLASS PURPOSE

Under general supervision, performs work of moderate difficulty involving supervising and participating in the receipt, storage and disposal of police evidence, and property. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Supervises and participates in the receipt and storage of police evidence, recovered and found property; ensures the provision of security and safeguarding measures for property in custody; schedules and assigns work to subordinate personnel.

Supervises and participates in verifying, recording, classifying and identifying property received and arranging for appropriate storage locations.

Maintains files and records regarding property in custody and its disposition, including chain-of-custody records for evidential property.

Develops methods for the improvement of storage space utilization, including items requiring special handling and storage.

Testifies in court regarding chain-of-evidence records.

Directs and takes part in the release and disposal of property by verifying release clearance, notifying property owners, returning goods in custody, disposing of unusable/damaged goods and destroying nuisance weapons and illicit material, complying with court orders or applicable regulations.

Maintains activity measurement data and reports it periodically as needed to the Police Property Supervisor.

DISTINGUISHING CHARACTERISTICS

This class reports to the Police Property Supervisor and is responsible for supervising the Police Property Specialists assigned to the police property and evidence control facilities.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of criminal laws pertaining to evidence.

Knowledge of federal and state laws pertaining to disposal of firearms.

Knowledge of methods and procedures for receiving, storing, taking inventory, safeguarding and disposing of property including the basic arithmetic functions utilized.

Knowledge of the principles and practices of supervision.

Knowledge of City of San Jose Ordinances relating to disposition of property.

Knowledge of the operation of storeroom and warehouse facilities.

QUALIFICATIONS (Cont'd)

Minimum Knowledges, Skills and Abilities (Cont'd)

Ability to recognize and handle perishable evidence.

Ability to interpret and apply laws, ordinances and policies relating to evidence and property.

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, representatives of other governmental agencies and the general public.

Competency Knowledges, Skills and Abilities

Knowledge of the principles and practices of supervision.

Ability to supervise and direct the work of others.

Training and Experience

Equivalent to successful completion of high school and three (3) years of experience in receiving, storing and disposing of evidence and property, one (1) of which must have been in a lead capacity.

Licenses/Certificates

Possession of a valid California driver's license.

Must qualify for Mace Certificate

Formerly Senior Police Property Clerk

(1356Z)